



Online Business Account – How to grant your mailing house access

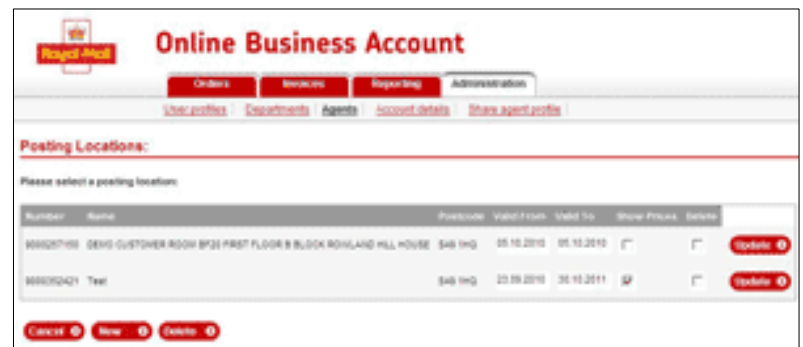
Online Business Account – How to grant your mailing house access

Go to the Administration tab and click on 'Agents'.



The screenshot shows the 'Online Business Account' interface. The 'Administration' tab is selected, and the 'Agents' link in the sub-menu is highlighted with a red box. A red arrow points from the text 'Go to the Administration tab and click on 'Agents'.' to the 'Agents' link.

Select the account that you want to give access to.



The screenshot shows the 'Online Business Account' interface with the 'Agents' tab selected. The 'Posting Locations' section is visible, showing a table of accounts. A red arrow points from the text 'Select the account that you want to give access to.' to the first row of the table.

Number	Name	Procedure	Valid From	Valid To	Show Prices	Save
0069786000	DEMO CUSTOMER - F20 ROWLAND HILL HOUSE	\$48 1HQ	05.10.2010	05.10.2010	<input type="checkbox"/>	<input type="checkbox"/>
0000000000	Test	\$48 1HQ	20.09.2010	30.10.2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you already have other mailing agents or 3rd party suppliers allocated to your account their details will be displayed.

Click on 'New' to add a new agent.

Enter their Posting Location Number and click 'Update'.



The screenshot shows the 'Online Business Account' interface with the 'Agents' tab selected. The 'Create New 3rd Party Entitlement' form is visible. The form has fields for 'Posting Location Number', 'Address details', 'Valid From Date', 'Valid To Date', and a 'Show Prices' checkbox. A red arrow points from the text 'Click on 'New' to add a new agent.' to the 'New' button at the bottom of the form.

Please enter a location number and click update:

Posting Location Number:

Address details:

Valid From Date:

Valid To Date:

Show Prices ☐

Buttons: Save, Cancel, Back

Check that the address details shown are right for your agent. If not, you may have been given the wrong Posting Location Number.

You'll need to set a date range during which your agent will be able to post on your behalf.

If you want them to see pricing information on the order, click on the 'Show Prices' tick box and then 'Save'.

A message will appear:

'R1(S):Relationship was transferred'.

This means that the mailing house or 3rd party now has access to post on your behalf for the specified dates.

Repeat this process again if you want to add the mailing house or 3rd party to other accounts.